

October 28, 2010

TITLE: Administrator III
(Facility Construction Manager)

STATUS OF POSITION: Full-Time Contractual
No Benefits

SALARY: Grade 18

LOCATION: Department of Juvenile Services
120 West Fayette Street, Baltimore, MD 21201

DUTIES: This position will administer and manage assigned capital construction contracts and construction related service contracts after their award to contractors and firms in accordance with DJS and State policy and procedure. The Facility Construction manager (FCM) ensures that all construction and construction related services comply with the contract documents requirements for a timely completion.

EDUCATION: Possession of a bachelor's degree from an accredited college or university.

Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.

EXPERIENCE: Five years of experience in administrative staff or professional work. One year of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

Preferred Qualifications: Experience in facility/building construction, architectural, and/or engineering work.

APPLICATION PROCEDURE: If interested in applying, please send a cover letter along with a MS-100, State of MD Application and verification of your education to Carlton Richardson at the address listed above or email to Richards@djs.state.md.us

CLOSING DATE: November 12, 2010